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The study of doctoral education in economics: Ghana case study

by

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I. The need for PhD training

There is a substantial and unmet need for PhDs in various aspects of economics in Ghana. Current training programmes based on external funding are unlikely to meet even 25% of the training requirement in the next ten years. Furthermore, existing training programmes are based on donor perceptions of the training needs of the economy. As these perceptions have changed, it seems that PhD training in economics has lost priority. While this is taking place among donors, on the one hand, on the other hand among domestic managers of the economy the need for PhD training and well trained economists is increasing. Interactions with International Monetary Fund and World Bank personnel have prompted increasingly serious economic analysis. Together, these factors are changing the perceptions of the bureaucracy of the need for economists who are “conversant with economic theory and applications and equipped with the right tools for analysis” (Hagan personal interview). This forms the basis of a potentially increasing divergence between needs and requirements for PhD training and the current output from abroad.

To estimate the need for PhD training in Ghana, we interviewed over 50 individuals and heads of establishment in about 30 organizations in the public and private sectors. These organizations were classified into four groups according to their method and basis of estimating the need for PhDs, their objectives and ownership (private or public). The four groups were:

- Universities
- Research institutions
- Public sector
- Private sector

The universities

There are five universities in Ghana: University of Ghana, Legon; University of Science and Technology, Kumasi; University of Cape Coast, Cape Coast; University of Development Studies, Tamale; and University College of Education, Winneba. These constitute the largest users of PhD graduates and will continue to use the bulk of PhDs in the next ten years. The basis for estimating staff requirements is uniform among the five universities in the country. The estimation is based on 18 full-time student equivalents

(FTSE) per lecturer in the social sciences. The full-time student equivalent (FTSE) is 21 credit hours per year for undergraduate courses and a minimum of 24 hours at the postgraduate level except for the PhD. The PhD is by research. The number of FTSEs in each department, therefore, depends on the number of students, the number of courses taught, the credit units per course and the level at which the course is taught. On the basis of these criteria, the current establishment, representing the number of academic staff who should be employed, the numbers on the ground and PhD training requirements are presented in Table 1.

Table 1: Staffing and PhD training needs in the universities

	current situation						
	Current establish	No in Ground Total	PhDs	Non PhDs	PhDs in training	Current vacancies	PhD requirement
University of Ghana	19	14	9	5	2	3	8
University of Science and Technology	7	3	2	1	2	2	3
University of Cape Coast	12	6	2	4	2	4	8
University of Development Studies	6	1	0	1	0	5	6
University College of Education	2	1	0	1	0	1	2

The university administrations are discouraging heads of departments from engaging Master’s graduates. All heads of departments therefore prefer that all staff members have the PhD. Thus current training requirements are estimated as the staff vacancies plus the non PhD staff members on ground.

Table 2 provides the estimates of the requirements over the next ten years, taking into consideration the expected inflow of PhDs in training, attrition due to retirement and possible attrition due to job mobility within or outside the country.

Table 2: University staffing and PhD training projections over ten-year period

	Projected establishment	Expected PhDs on ground ¹	Retirements	PhD training requirement ³
University of Ghana				
Economics Dept.	27	11	2(1) ²	16
ISSER	5	1	0	4
University of Cape Coast				
Centre for Development Studies	17	2	3(2)	15
	1	0	0	1
University of Science & Technology	12	2	2(2)	10
University of Development Studies	9	0	1	9
University College of Education	5	0	1	5
Total	—	—	—	60

¹Expected PhDs on ground is the number of PhDs a department can reasonably expect to teach under current conditions. It is estimated as the current PhDs on ground plus those expected from abroad minus those expected to retire or move into other employment.

²Figures in parentheses refer to PhDs who will retire.

³PhD training requirement is estimated as the projected establishment less the expected PhDs on ground.

Tables 1 and 2 together show that the five universities will need to train about 60 PhDs in various specializations in economics over the next ten years if they are to operate at an optimal level.

Research institutions

We interviewed people in four of the well-known research institutions outside the universities. Two of them, the Centre for Economic Policy Analysis and the Institute of Economic Affairs (IEA), are private and the other two, Ghana Institute of Management and Public Administration and the Management Development and Productivity Institute (MDPI), are public. All four engage in research and some teaching, as well as consultancies. The estimates of their PhD training requirements are provided in Table 3.

Table 3: PhD requirements for research institutions

	Current PhD requirements	Number on ground	Additional over 10 years	Total over 10 years
CEPA	4	0	4	8
IEA	4	1	3	6
MDPI	0	0	3	3
GIMPA	1	1	3	3
Total				20

CEPA = Centre for Economic Policy Analysis
 IEA = Institute of Economic Affairs
 MDPI = Management Development and Productivity Institute
 GIMPA = Ghana Institute of Management and Public Administration

These estimates are based on projections by the heads of these units, taking into consideration current work load and vertical mobility within the organization. They exclude the position of the head of the organization since there is no guarantee that the current head, who is a PhD, will be replaced by another PhD in economics. In total, these four research organizations will need 20 PhDs in economics over the next ten years.

Public sector

In the public sector most of the need for economics PhDs arises in the Ministry of Finance, the Bank of Ghana and the National Development Planning Commission (NDPC), which is charged by the constitution as the body responsible for planning and developing long-term alternatives for the country.

In the line ministries and parastatals it was not clear that what they needed were PhDs in economics. Most argued the need for well trained economists capable of adapting their theoretical knowledge to local economic conditions and of interacting effectively with IMF and World Bank economists. It was thought that an effective master's programme in economics could meet their training requirements. The civil service has no specific entry points for PhDs, who are expected to enter the service at the same point as first degree holders except that PhDs have a higher entry salary.

There was also the issue of retention. Experience showed that once staff had graduated to the PhD level, they tended to move out of the ministries. Estimates provided are therefore based on the need for PhDs to be attached to certain key units within the ministries. Except for the Ministry of Finance, the need in the ministries is for single individuals.

The Bank of Ghana currently has four PhDs; one is the governor of the bank, another is a deputy governor and two others work in the research division of the bank. In interviews

with the governor and deputy governor, it was indicated that they would need an additional five PhDs specializing in international trade and finance, macroeconomics, econometrics, labour economics, and financial economics. The numbers could increase substantially as the bank begins to do analysis on the real sector for policy purposes.

The National Development Planning Commission has two PhDs in economics, one of whom is the director-general of the commission and the other the director of the economic policy division. They currently require six PhD level economists to employ as development policy analysts. With vertical mobility within the commission, they expect that in ten years an additional four will be required. When fully staffed they expect to have ten PhDs at any point in time.

Table 4 summarizes PhD training requirements. Column 1 indicates the current stock of PhDs, column 2 shows additional PhD requirements and the last column indicates PhD training requirements over the next ten years. The total PhD training requirement in the public sector is 30. This is dominated by the National Development Planning Commission (10), Ministry of Finance (9) and Bank of Ghana (5).

Table 4: Stock of PhDs and training requirements in the public sector

Establishment	Current	Additional requirements	Training requirements over ten years
Ministry of Finance	3	9	9
Ministry of Trade & Industry	1	2	2
Ministry of Energy & Mines	0	0	0
Ministry of Mobilization & Employment	0	1	1
Ministry of Environment Science & Technology (Environmental Protection Agency)	0	3	3
Others			
Volta River Authority	0	0	0
Bank of Ghana	4	5	5
National Dev't Planning Comsn	2	10	10
Total			30

Private sector

Financial institutions

In examining private sector financial institutions one has to make a distinction between banking and non-banking institutions.

Among the non-banking financial institutions we interviewed the management of the Ghana Stock Exchange (GSE) and two brokerage and asset management firms suggested by the GSE management. It was clear that the operations of these firms are very basic, involving simply the purchase and sale of securities. They do not engage in any major research or international transactions and the secondary market is still very limited. As a result many do not require detailed economic analysis. One informed us that they are not even using fully the MBA graduates they have employed. They therefore have no need for PhDs in economics. If the legal framework and market conditions allow them to engage in international transactions involving derivatives, however, then there could be a demand for PhDs in economics specializing in finance. The Ghana Stock Exchange, on the other hand, sees the need for one PhD in economics to head their research division.

Among the banking firms, again the level of economic analysis is rudimentary. Subsidiaries of multinational banks either have analysis of the Ghanaian economy done by the African desk at the head office or rely on published research. All other banks are owned by the Ghana government, and most are undergoing major restructuring for eventual privatization. In interviews, one indicated that it would need as many as seven PhDs in economics over the next ten years. Until the restructuring is complete, any estimates of the need for PhDs by these banks will be biased.

Consulting firms

To obtain an estimate of the need for PhDs in economics by consulting firms we interviewed the secretary of the Ghana Association of Consultants and three of the largest firms on the association list. Currently, consulting firms use experienced PhDs in economics on a “call” basis or as “associates”. Their need is market driven and depends on the flow of contracts, with 70% of all consultancy jobs in Ghana going to foreign consultants. Local consultants thus have only 30% of the market for consultancy in Ghana (UNDP,1991). To engage PhDs as part of their permanent staff under these circumstances will simply increase the firms’ fixed cost in an uncertain market. Of the three firms interviewed, two indicated that they could forecast a growth in business over the next ten years requiring the employment of two PhDs each, specializing in agricultural economics, development economics, finance and industrial economics. The other two indicated that a strong master’s in economics with some working experience, particularly in a policy environment, was sufficient for their operations.

Need by sub-speciality

The Universities will absorb almost any available PhDs in economics since apart from the area of specialization the individuals can teach some core courses. In this paper therefore we report the areas of specialization required by non university establishments. It was difficult for most non economist heads of establishments to specify the area of specialization required. However, from their description of the type of analysis that they expected the PhD graduate to do in their establishment one could infer the specialization. The number required by establishment over the next ten years according to speciality is summarized in Table 5.

Table 5: Economics specialities required by non universities

Specialization	Numbers by establishment		
	Research inst.	Public sector	Private sector
Macroeconomics	4	3	1
Econometrics	2	2	
Public finance	2	2	
Money and banking	2	2	
International economics	2	4	
Policy analysis	0	3	
Industrial economics	2	4	2
Agricultural economics	2	3	
Labour economics	2	2	
Health economics			
Natural resource & environmental economics		4	
Development economics	0	2	1
Financial economics	2	2	1
	20	33	5

II. Output of PhD graduates over the last five years

In country

No Ghanaian university has ever produced a PhD graduate in economics. Two of the universities, University of Ghana and University of Cape Coast, have PhD programmes by research after the MPhil programme on their books. Due to staffing difficulties, however, none has ever admitted any students for the PhD.

All PhD graduates working in the universities and other establishments in the economy were therefore trained abroad.

Outside country

To obtain an estimate of the flow of PhD graduates we contacted agencies of the donor countries that typically fund postgraduate studies in Ghana. Most such agencies except for the U.S. Information Services, could not provide the relevant information because of weak monitoring systems and because some of the awards are handled by Ghana government.

According to the Scholarship Secretariat, both Ghana government funded programmes and other scholarships for PhD training are used for staff development of the universities and a limited number of research organizations. The Scholarship Secretariat itself has no means of monitoring the number of PhDs either completing their courses or returning to the country.

Our estimates are therefore based on interviews at the universities, ministries, research organizations, financial institutions and consultancy firms that use PhDs. In all cases, if the staff directory indicated there was a PhD working in the establishment we interviewed the individual in order to obtain information on the university attended, year of completion, sponsorship and area of specialization.

The estimates provided in Table 6, therefore, refer to the output of Ghanaian PhDs who return to Ghana to work. This does not indicate the total number of Ghanaians trained abroad, since more than half of them do not return to the country at all.

Table 6 shows that on average only one PhD in economics a year is trained abroad for Ghana. A similar pattern can be expected over the next five years. The universities for whom most of the PhDs are trained expect six PhDs in training to complete their programmes and return home between 1995 and 1999. None of the other establishments covered in our sample had any PhD candidates in training abroad.

Table 6: Output of PhDs from abroad

1989 - 1994					
Name	Year Completed	Country	Institution University	Area of specialization	Sponsor Atlas Economic
Degrees in hand					
Charles Mensa	1991	USA	George Mason	Public finance money & banking	Resen foundation
Kwabia Boateng	1993	Canada	Dalhousie	Labour economics Econometrics	C'earth Scholarship
A.F. Gockel	1994	U.K.	Victoria University Manchester	Development economics money & banking	C'wealth Scholarship
Expected inflows					
I.K. Acheampong	Dec.1995	U.K.	Bradford	Industrial economics	Government of Ghana
S.K. Akoena	"	Canada	Winnepeg	Development economics	Private/ Univ. of Ghana
J. Ohene Manu	1996	U.K.	Aberdeen University	Econometrics	Government of Ghana
Baffour Osei	1996	U.K.	Strathclyde	Public finance	AERC
A. Ahiawedze	1997	U.K.	"	"	Government of Ghana
K.G.O. Afriyie	1999	USA		"	Fulbright

The three most frequently used sources of funding are Ghana Government Scholarship, the Commonwealth Scholarship and the Fulbright Junior Staff Development Fellowship. Private individual sponsorships are very limited.

These sources of funding cannot ensure a steady flow of PhDs into the country. Over the last 12 years Fulbright, for example, awarded only two fellowships for PhD training in economics. Over the same period the Commonwealth Scholarship covering United Kingdom and Canada awarded three. The largest sponsorship comes from the Ghana

government. In interviews at the various establishments it was clear that foreign or donor funding for PhD training was drying up. This source of funding is also subject to the donor perception of the training needs of the economy. Increasingly, donors are shifting towards “skills” development or enhancement. There are no prospects, therefore, that the current PhD training system and financing can be sustained, neither can it be expanded substantially to raise the output of PhDs in economics.

There is a general satisfaction with the quality and relevance of training abroad, except for that in the former Soviet Union and Eastern Block countries. At the Ministry of Finance there was also a general dissatisfaction with “development studies” courses generally, whether at the master’s or PhD level.

Effective demand for PhD training

The collaborative PhD programme will be in direct competition with two main training programmes: (1) PhD training programmes abroad, and (2) skills enhancement of existing staff or new recruits with either a master’s or a first degree in economics.

As far as other PhD training programmes are concerned, most prospective clients will judge the programme on the basis of the performance of its products on the job. They expect a product conversant with economic theory, sufficiently quantitatively oriented, computer literate and capable of adapting to local conditions. They expect a product capable of both interacting effectively with the Bank, IMF and other external consultants and infusing local perspectives into the policy debate. It is argued that a local PhD programme might have the advantage if attachment to local institutions was made part of the programme at the thesis stage. Thus for most clients the main criteria will be quality and relevance.

Cost considerations become important if the collaborative programme is compared with skills enhancement opportunities that can be obtained through attachments to the Bank or the IMF, or through other bilateral arrangements. As one chief director argued, “If we have to pay, then the programme must be cost effective because we can obtain one-year attachments to the Bank, Fund or some other bilateral arrangement for free”. Tuition at all levels in the universities of Ghana is free for all Ghanaians.

Financing

Currently the universities rely on Ghana government scholarships and a number of donor funded scholarships for PhD training abroad. They expect to rely on these two sources for funding any collaborative PhD programme. Recently a number of local firms have awarded scholarships for postgraduate economics training. This source will also be used for the collaborative PhD programme.

Other research institutions have indicated that they will also have to rely on Ghana government sponsorship. Some do have cost-sharing arrangements with donors, however, in which they contribute one-third of the costs of training. If the collaborative programme introduces such cost-sharing arrangements then they could fund their own employees from their own resources.

In the public sector, only the Bank of Ghana and Ministry of Finance indicated their willingness to pay for doctoral training. These two establishments can provide support for both development of the programme and financing of students. Discussions at Bank of Ghana indicated that they used to provide scholarships for all Ghanaians doing the master's in the Department of Economics until the master's programme collapsed in the late 1970s. The BOG will be prepared to consider a similar scheme for the PhD programme. The Ministry of Finance indicated that a case could be made both to the Ghana government and to some donors for financial support for the PhD programme.

None of the other public organizations have any training budget for higher degrees and will have to rely on Ghana government sponsorship.

In the private sector there is a general unwillingness to finance higher education. While some businesses are prepared to attract and retain PhD holders in terms of service conditions, they are unwilling to fund their training. For some the reason is the familiar one that they cannot internalize the benefits of PhD training. PhD training enhances the marketability of the candidates and they might be snatched by competitors. For other business, the main reason is the lack of funds.

However, individual private sector organizations who might not need PhDs in economics could contribute to the programme out of their desire to improve education generally. University of Ghana has started benefiting from such support.

The possibility of individuals financing themselves for the PhD is remote.

III: The proposed collaborative programme

The collaborative PhD programme envisages an American style PhD programme with one year abroad sandwiched between the comprehensive and the main thesis work. Interviews among both prospective consumers of this product and trainers at the universities indicate a general endorsement of this approach, as almost all of them prefer the North American system at the PhD level. An important reasons for the preference is that, for most ministries, parastatals and other public sector establishments as well as the private sector, releasing currently employed staff for a period of five years could pose considerable problems in terms of existing regulations.

There are currently five universities in Ghana; only one of them, University of Ghana, a category B university, is participating in the AERC collaborative MA programme. Staffing levels at the other universities are so low that mounting a master's programme creates considerable problems and raises issues of sustainability.

It is therefore only the Department of Economics, University of Ghana, that has the staffing levels and qualification of staff necessary to offer a doctoral degree.

The University of Ghana has on the books a PhD programme by research approved by the Academic Board. The university has recently been pressuring the department to start the programme since it is convinced that the department has the right calibre of personnel in terms of both numbers and quality. The approved programme requires that any student with an MPhil degree in economics could be admitted to the PhD programme for supervised research for at least three years and produce a thesis to obtain the PhD. Thus the programme is envisaged as a five-year programme after the first degree. This applies to all the departments of the university and other universities in Ghana where a PhD programme is anticipated.

The proposed duration of the collaborative PhD programme of between four and five years will thus be consistent with the current regulations of the University of Ghana. The University of Ghana's regulations also allow for part of a PhD candidate's programme to be pursued outside the country (see Appendix B). While the University of Ghana regulations envisage a purely research PhD, the collaborative programme envisages a second year of taught courses. Discussions with the Dean of Graduates Studies and the Deputy Registrar in charge of Academic Affairs indicate that there will be no major difficulty in having the envisaged programme approved. In making a submission for the approval of the programme, however, the Department of Economics or the programme management will have to indicate whether the new programme will be a substitute for the existing one or an alternative.

The difficulty with the substitution option is to provide for the MPhil students already

trained. While most academics interviewed prefer the substitution option, prospective candidates with master's in economics from other universities whom we met at the ministries expressed concern about the level at which they could be admitted into the PhD programme. Teaching staff interviewed will expect such candidates to repeat the master's unless it was done in the university offering the PhD.

The Department of Economics estimates that if current levels of teaching and supervision of thesis load is to be maintained, the PhD programme will require an additional six PhD level staff. Over a ten-year period with increasing numbers in both the undergraduate and postgraduate programme, an additional 11 staffing positions will be required. Thus over the next ten years with the envisaged collaborative PhD programme the departmental establishment should increase to between 25 and 30 from the current 19.

We also sought informed views on the "working model" of the envisaged programme from among the teaching staff of all five universities in Ghana. Everybody interviewed suggested that the results of the first year MA examinations must be used as the basis of deciding which students to upgrade from the MA to the PhD in the second year. The cut-off point suggested was an average grade of B+ or a grade point average of 3.5. It was suggested by some of the interviewees that this criterion must not be applied mechanically, however, the age and ultimate goal of graduates must be taken into consideration. Younger and more recent graduates can be expected to do better in terms of average scores than more senior staff of some establishments that may wish to improve the analytical abilities of their staff. Senior people, in sensitive policy positions, may be considered for upgrading even though their grade point average might fall slightly below 3.5. Such senior people can be expected to return to more responsible positions in their establishments, and the programme will thus be improving the capacity of the public or private establishments concerned and retaining our PhDs in the country.

In response, both the Dean of Graduate Studies and the Deputy Registrar (Academic) indicated that this consideration cannot be made part of the general regulations but would have to be dealt with on a case by case basis.

Over 80% of those interviewed thought candidates should do four full-year courses or four courses per semester. The rest thought they should be made to do only three full-year courses or three courses per semester. On the issue of whether the second year courses should consist of field courses/electives or a combination of core and field courses, 90% thought there should be some compulsory core courses. Of those who argued for compulsory core courses, over 60% thought there should be two core courses; 30% argued for one core course with the rest electives; and 10% want three cores courses.

Everybody who opted for core courses agreed that the core should consist of advanced economic theory comprising one semester of advanced microeconomics and the other semester advanced macroeconomics. The rest were distributed over quantitative methods, econometrics, policy analysis, history of economic thought.

All teaching staff of the five universities interviewed, as well as staff of Bank of Ghana, National Development Planning Commission and the Ministry of Finance, who will be the heaviest users of PhDs, agreed that the one year abroad should consist of guided readings toward the student's thesis and auditing of courses. However, it was

pointed out that unless programmes of universities to which students are attached are dovetailed into ours, students could become frustrated for lack of attention and some students could easily idle away the year. Policy oriented establishment such as the Ministry of Finance argued that to be directly relevant the year abroad should include a brief attachment to a policy-making or analysis institution.

It will probably be difficult for individual departments to monitor students' progress while abroad since they may be distributed across a number of universities. It was suggested that AERC should monitor their progress and send copies to the relevant departments. This monitoring should consist of the foreign supervisor or university sending reports on the student to the AERC Secretariat. Performance benchmarks in terms of achievement of certain targets should be established.

On the location, people interviewed pointed out that it will depend on the students' areas of specialization and the content of the year abroad. If the year abroad is to be devoted to supervised reading in preparation for the thesis, then the British universities are more suitable than North American universities, which are very impersonal. If, however, the purpose of the year abroad is to audit courses, then North American universities will be preferred since they have a wider range and higher levels of instruction than European universities. There was a general preference for North American universities, however, followed by British and Swedish schools in that order.

Suggestions for the supervision of the thesis were variations on a panel of three to five members who would constitute the supervisory committee. One of the committee members would be the principal supervisor and one would be the external supervisor under whom the candidate must have spent the year abroad. It was proposed that a qualified member of a cognate department should be part of the supervisory committee. The supervisory committee would thus consist of the principal supervisor from the department, one other supervisor also from the department, the external supervisor and one member of a cognate department.

Members of the academic staff of the universities of Ghana all agreed that examination of the thesis must consist of examination of the written thesis by examiners and an oral presentation. Some suggested a weighting of 60% for the examination of the written thesis and 40% for the oral. The more general view was that the candidate must pass each of the two stages of the thesis examination. Current University of Ghana regulations require that the thesis be examined by two internal examiners and two external examiners. For purposes of the orals the regulations require a panel of no fewer than three, including one internal examiner of the thesis; at least one external examiner of the thesis should be appointed (see Appendix B).

Public sector institutions in this country will normally offer leave with pay for staff members willing to do a PhD, provided they have served for some period. Outside of this general concession the ability of individual institutions to sponsor PhD candidate is very limited. Moreover, it is argued that sponsoring by individual institutions will subject the programme to uncertainty with regard to a reliable and steady flow of PhDs. This is because the project will depend on the institutions' budgetary and financial performance. Furthermore, sponsorship by institutions implies that some countries without the relevant resources will be deprived in terms of capacity building.

Most academics familiar with the current financing arrangement under the collaborative MPhil programme would prefer the extension of that system to the PhD level. At some of the line ministries it was argued that an Africa-wide financing system was preferable as it would free the programme from change in governments' attitudes to economics. This would also reduce the dependence of the programme on governments' budgetary performance.

The main critique of this system of financing comes from the private sector. Private sector financiers prefer to contribute to capacity building of citizens of the countries in which they operate. In a region-wide system of financing they are not sure that the money they provide will not be used to fund foreigners. As indicated earlier, however, private sector sponsorship is at any rate unlikely to constitute a significant source of funding for the programme except perhaps at the thesis stage.

These arguments suggest that the programme could use a combination of region-wide and country-specific financing where individual establishments wishing to contribute for specific countries within which they operate could do so. Non Africans who wish to participate in the programme could also finance themselves.

Various concerns were expressed about the programme by prospective clients. These include: the instability in African universities due to strikes by lecturers, the availability of teaching staff, the ability of the programme to adapt to the changing needs of clients to avoid a mismatch. On the part of training, staff fears were expressed about the possibility of overloading the current staff with teaching to the exclusion of research.

To address the changing needs of clients it was suggested that the programme must interact with major domestic policy-making institutions. One possibility would be to have a representative of a major policy-making institution on the graduate studies committee of the department. Policy-makers suggested involvement in graduate thesis seminars. It was also suggested that the programme could make use of visiting scholar schemes to supplement the existing staff of the universities.

IV. Broader issues

Retention

Most people thought the issue of retention was beyond the capacity of AERC to manage. The issue has to do with individual country wages, income policies and working conditions. Most members of the Economics Department of the University of Ghana do admit, however, that the existence of AERC and the opportunities it offers for research and contact with other academics outside Africa have helped in retaining them in the department. It was also observed that the programme already includes one element of retention. The fact that graduates will complete their PhD in Ghana implies that their first job search will be in Ghana and they could easily be retained depending on which establishment they are employed in.

In addition to this, a number of suggestions emerged from the interviews. First, a system of bonding graduates to work in their own countries for a period of at least three years could be introduced as a condition for funding. Second, it was suggested by the non university research institutions and public sector establishments that attachment of students during the thesis stage of the programme to these institutions could allow students to appreciate the wider opportunities available and make it possible to attract and retain the students. It must be observed, however, that this could delay the completion of the student's thesis. Finally, the introduction of postdoctoral research opportunities could retain students in the department for some period.

Improvement in economics education

There is an increasing trend in economics education to incorporate finance and management courses into mainstream economics. In universities with strong business schools, PhD candidates in economics take these courses in the business school. It was felt that the capabilities and usefulness of our students could be improved significantly if there was a way to incorporate this trend into the PhD programme.

Apart from this suggestion, very little else was forthcoming from interviewees on the issue of economics education. Interviewees referred to specific empirical issues of importance such as gender issues, small-scale enterprise issues, project analysis infrastructural economics and privatization.

To accommodate the changing needs of our clientele it was suggested that the programme should be interactive. In addition to including some policy makers on the

graduate committee, it was suggested that interaction between the departments of economics and the clientele will provide early indications of changing client needs for incorporation into the study regimen. Periodic reviews involving interviews with clientele would be useful.

Locally based research

AERC provides the best avenue through which information on doctoral theses can be recorded and disseminated. Each thesis, it was suggested, should include an abstract. These abstracts can then be compiled by AERC and disseminated to various institutions.

At the same time, a copy of each thesis should be deposited with AERC for storage on microfiche or diskette. Interested institutions after reading the abstract can then have access to the main thesis through AERC or the relevant university. One can also create special sections in the various departmental libraries that will contain PhD dissertations from the collaborative programme.

There is a real possibility that doctoral level research in specific areas can be funded through private sponsorship. University of Ghana has started receiving such grants even though it has not started the PhD programme. Last year, Unilever Ghana awarded two grants for doctoral level research into the manufacturing and distributive sectors of the Ghanaian economy. These grants are expected to be disbursed this year. Non university research institutions and some public sector organizations have indicated their willingness to fund research at the doctoral level if it is relevant to their operations. Obtaining such support will require that the PhD dissertations be demand-driven.

Initiatives by teaching staff to obtain research grants that build in the engagement of a PhD candidate to do research could also assist the process.

Linkages

Most suggestions on enhancing linkages between non-African institutions and African institutions in teaching and research fall within the five measures suggested by the terms of reference document. There was, however, a greater emphasis by academic staff on visiting scholars and joint research since these two activities also help in the retention of staff in our universities.

Notes

A Supervisory Committee and Supervisor are now required in all the Faculties, Schools and Institutes of the University.

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Appendix

Appendix A: Institutions and individuals interviewed

University of Ghana

Prof. Asoku	-	Dean of Graduate Studies
A.T. Konu	-	Deputy Registrar (Academic)
Prof. A. Baah-Nuakoh	-	Head, Department of Economics
Nii K. Sowa	-	Senior Lecturer
Kwabia Boateng	-	Lecturer
K.A. Tutu	-	Lecturer
Abena D. Oduro	-	Lecturer
G.K. Tsikata	-	Lecturer
A.F. Gockel	-	Lecturer
Alex Donkor	-	Lecturer
Asenso-Okyere	-	Ag. Director, ISSER

University of Cape Coast

Kofi N. Afful	-	Head, Department of Economics
E. Amonoo	-	Senior Lecturer
Prof. C.K. Brown	-	Director, Centre for Development Studies

University of Science & Technology - Kumasi

Prof. S.E.K. Incoom	-	Head, Department of Economics
Osei A. Kuffour	-	Lecturer

University of Development Studies - Tamale

Prof. R.G. Bening	-	Vice Chancellor
Mohammed K. Kambong	-	Head, Department of Economics
Saa J. Dittah	-	Lecturer

University College of Education - Winneba

Prof. N.K. Pecku	-	Principal
S. Quartey	-	Head, Social Sciences
Yaw Kusi	-	Lecturer
K.B. Takyi	-	Coordinator, African Studies

Ministry of Finance

Victor Selormey	- Deputy Minister
I.B. Ashon	- Ag. Chief Director, Administration
G.K. Hagan	- Ag. Chief Director, Technical
Mama	- Ag. Director, Policy Analysis Division

Bank of Ghana

G.K. Agama	- Governor
Kwabena Duffour	- Deputy Governor

Ministry of Employment & Social Welfare

F.B. Ansoyir	- Director
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Ministry of Trade & Industry

S.E. Addo	- Deputy Director-Industrial Division
Alice Menka	- Ag. Director, Human Resource Management Division
Johnson Anetorwo	- Commercial Officer, Management Division

Ministry of Energy & Mines

Isaac K. Mintah	- Ag. Executive Director
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Ministry of Environment, Science & Technology

Peter C. Acquah	- Executive Director, Environmental Protection Agency
Jonathan A. Allotey	- Asst. Director

Institute of Economic Affairs

Charles Mensa	- Director
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Centre for Economic Policy Analysis

Joseph C.S. Abbey	- Executive Director
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Management Development & Productivity Institute

H. Akuoko-Frimpong	- Ag. Director
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Ghana Institute of Management & Public Administration

S.A. Amoa	- Director, Human Resources Division
Ebow Mensah	- Director, Postgraduate Studies

Volta River Authority (VRA)

E.A. Kalitsi	- Executive Secretary
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Ghana Stock Exchange (GSE)

Charles Asembri - General Manager

Cal Brokers Limited

E. Yofi Grant - Operations Manager

Databank Investment Banking & Brokerage Services

Ken Ofori Atta - Executive Chair

Standard Chartered Ghana Ltd.

John Kivits - Managing Director

Barclays Bank of Ghana Ltd.

R.I.A. Knapman - Managing Director

Bank for Housing & Construction

A.B. Ahmad - Managing Director

National Development Planning Committee

E. Erbynn - Director General

Ferdinand D. Tay - Director, Economic Policy Division

Ghana Association of Consultants

Kweku Baah - Secretary

Plan Consult

J. Ebow Bannerman - Managing Partner

Peat Marwick Okoh and Co.

Yoku Korsah - Senior Consultant

J.S. Addo Consultants

S. Sekyere-Abankwa - Executive Director

U.S. Information Service

- Accra

British Council

- Accra

Canadian High Commission

- Accra

Scholarship Secretariat

- Accra

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REGULATIONS FOR POST-GRADUATE DEGREES

1. ACADEMIC PROGRAMME

- 1.1 The University has recast its academic programmes in modular form with effect from September 1992. This means that beginning from September 1992, the University's academic calendar has been organized into a Semester System, and instruction takes the form of courses evaluated in terms of credits. Post-Graduate Degree programmes will adopt the course-credit system of instruction, beginning 1995-96 Academic Year.
- 1.2 Each Faculty shall provide detailed information about the structure of courses leading to the award of Post-Graduate Degrees.
- 1.3 Knowledge of the provisions of these general Regulations is assumed. Students shall therefore be held liable for any lapses. When in doubt students may consult their Heads of Department in writing with copies to the *Dean of Graduate Studies* and the *Deputy Registrar (Academic Affairs)* and ask that advice be given in writing.

2. APPLICATION

- 2.1 For the moment the following Post-Graduate Degree programmes are available to any interested candidates, on application:

a. Graduate Diploma

Faculty of Agriculture

Agricultural Administration

Faculty of Arts

English as a Second Language

Linguistics

Medical School

Anaesthetic

Faculty of Science

Statistics

Faculty of Social Studies

Archival Studies

Communication Studies

Library Studies

Social Administration

Sociology

b. Master of Arts (MA)

Faculty of Arts

Classics

French

English

Ghanaian Language Studies

Linguistics

Musicology

Study of Religions

Faculty of Social Studies

Adult Education

Communication Studies

International Affairs

Population Studies

Psychology

Sociology

c. Master of Public Health (MPH)

(School of Public Health)

d. Master of Philosophy (M.Phil)

Faculty of Agriculture

Agricultural Administration
Agricultural Economics
Agricultural Extension
Animal Science
Crop Science
Home Science
Soil Science

Faculty of Arts
African Studies
Classics
English
English as a Second Language
French
Ghanaian Language Studies
Linguistics
Music
Philosophy
Spanish
Study of Religions

Medical School

Anatomy
Biochemistry
Pharmacology
Physiology

Faculty of Law

Master of Laws (LLM)

Faculty of Science

Biochemistry
Botany
Chemistry
Geology
Mathematics
Nutrition
Physics
Statistics
Zoology

School of Administration

Masters in Business Administration (MBA)

Masters in Public Administration (MPA)

School of Public Health

Public Health

Social Studies

Adult Education

Archaeology

Archival Studies

African Studies

Communication Studies

Economics

Geography and Resource Development

History

Library Studies

Political Science

Population Studies

Psychology

Sociology

e. ***Ph.D/D.Phil***

In all disciplines in Agriculture, Arts, Law, Medicine, Science, Social Studies, where M.Phil courses are being offered.

f. ***M.D***

Available in the Medical School for all the medical specialties. The M.D is equivalent to the D.Phil degree.

2.2 ADDITIONAL HIGHER DEGREES AND DIPLOMAS

The University may offer additional higher degrees and post-graduate diplomas as required on the recommendation of the Board of Graduate Studies (from the appropriate Faculty Boards) and the approval of the Academic Board.

3. ADMISSION TO THE GRADUATE DIPLOMA, MASTERS AND DOCTORAL DEGREE PROGRAMMES

3.1 GENERAL REQUIREMENTS:

- i. To be admitted to a course leading to the award of a Graduate Diploma or higher degree, ie. a Masters or Ph.D., a candidate must have obtained a good first degree in an appropriate field of study at the University of Ghana or any other approved university.
- ii. A candidate who does not satisfy the requirements stated above, but is otherwise adjudged suitable may be admitted. For the purpose of assessing his/her suitability, such a candidate may be interviewed or be required to take an entrance examination or both as directed by the Board of Graduate Studies.

3.2 FACULTY/DEPARTMENTAL REQUIREMENTS

Graduate Diploma

Agricultural Administration	- A good first degree in Administration, Agriculture, Economics or other related fields.
Anaesthetic	- Basic registrable medical qualification, (MB. ChB. or degree equivalent) and a pass in the Post-Graduate Qualifying Examination organised by the Ministry of Health and the University of Ghana Medical School, Residents work for the Diploma of the Fellowship of West African College of Surgeons (Faculty of Anaesthesia)
Archival Studies	- A good first degree.
Communication Studies	- A good first degree; or in the absence of a degree, a diploma in Journalism/Communication Studies and at least five years of relevant media experience with a pass in a qualifying examination/Interview.

English as a Second Language	- A good first degree in Linguistics or English.
Library Studies	- A good first degree.
Linguistics	- A good first degree in a Subject other than Linguistics.
Social Administration	- A good first degree, with a demonstrated practical and working experience in Social Work, Social Welfare, Social Administration or in school welfare.
Sociology	- A good first degree in a subject other than Sociology.

Master of Arts (MA)

Adult Education	- A good first degree in any subject with a demonstrated interest in Adult Education to be determined at an interview.
Classics	- A good first degree in an approved subject.
Communication Studies	- A good first degree in Journalism or Communication Studies; or a good pass at the Graduate Diploma level in Communication Studies.
French	- A good first degree in French (or French in combination with another subject).
Ghanaian Language Studies	- A good first degree in Linguistics or a Ghanaian Language.
International Affairs	- A good first degree.
Linguistics	- A good graduate diploma or first degree in Linguistics.
Musicology	- A good first degree in Music or any related subject.

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|--------------------|---|
| Population Studies | - A good first degree in the Social Sciences, Mathematics, Statistics or some other related fields (Application to be submitted to UNDP in home country). |
| Psychology | - A good first degree in Psychology or a related subject. |
| Sociology | - A good first degree in Psychology or a related subject. |
| Study of Religions | - A good first degree in Religious Studies. Candidates who wish to offer Hebrew <u>Texts</u> or New Testament Greek must have studied Hebrew or Greek to BA Level; those offering Classical Arabic must have studied Arabic to 'A' Level. |

Master of Public Health (MPH)

- The MPH is available to professionals and graduates with good first degree in any field, with at least 3 years relevant working experience in a Health-related field. (For non-medically qualified persons, a minimum of five years working experience is required).

Master of Philosophy (M.Phil)

- | | |
|-----------------------------|--|
| Adult Education | - A good first degree with demonstrated interest in Adult Education to be determined at an interview. |
| African Studies | - A good first degree in an appropriate field. |
| Agricultural Administration | - A good first degree in Agriculture, Economics, or other related subject or a good pass in Graduate Diploma in Agricultural Administration. |
| Agricultural Economics | - A good first degree in Agriculture or Economics. |

Agricultural Extension	- A good first degree in Agriculture or Home Science.
Anatomy	- A good first degree (first class or second class upper Honours) or the basic registrable medical qualification (MB.ChB degree or equivalent), with at least a credit in Anatomy.
Animal Science	- A good first degree in Animal Science or Agriculture or some other subject with substantial animal production content.
Archaeology	- A good first degree in Archaeology.
Archival Studies	- A graduate Diploma or a good first degree in Archival Studies.
Biochemistry	<p>- <u>Faculty of Science</u> A good first degree in Biochemistry, Chemistry or other approved subject.</p> <p>- <u>Medical School</u> A good first degree (first class or second class upper Honours) or the basic registrable medical qualification (MB.ChB degree or equivalent), with at least a credit in Biochemistry.</p>
Botany	- A good first degree with adequate Botany content.
Chemistry	- A good first degree in Chemistry of Biochemistry in Industrial Chemistry.
Classics	- A good first degree in an approved subject.
Communication Studies	- Either a Masters degree or a Graduate Diploma in Communication Studies or a good first degree in Communication Studies or Journalism.
Crop Science	- A good first degree with adequate Crop Science or Soil Science content.
Economics	- A good first degree in Economics, Business Administration, Statistics, Mathematics, Engineering

and other related fields with a quantitative bias.

English	- A good first degree in English.
English as a Second Language	- MA in the relevant field or a good first degree in Linguistics or English.
Food Science	- A good first degree in Food Science, Agriculture, Nutrition, Biochemistry, Chemistry or Engineering.
French	- A good first degree in French (or French in combination with another subject).
Geography & Resource Development	- A good first degree in Geography.
Geology	- A good first degree with adequate Geology content.
Ghanaian Language Studies	- MA in the relevant field or a good first degree in Linguistics or a Ghanaian Language.
History	- A good first degree in History or Archaeology or History combined with some other subject.
Home Science	- A good first degree in Home Economics or in a specialized area of Home Science or a related area.
Library Studies	- A graduate Diploma or a good first degree in Library Studies.
Linguistics	- A good first degree in Linguistics or M.A. in Linguistics or graduate diploma in Linguistics.
Mathematics	- A good first degree in Mathematics or Physics.
Music	- A good first degree in Music.
Nutrition	- A good first degree in Nutrition, Food Science, Physiology, Biochemistry, Medicine or Nursing.
Nursing	- A good first degree. Registration with the Nurses' and Midwives' Council for eligibility to practice

	Nursing in Ghana, plus a minimum of 3 years practical experience.
Pharmacology	- A good first degree (first class or second upper Honours) or the basic registrable medical qualification (MB.ChB degree or equivalent) with at least a credit in Pharmacology.
Philosophy	- A good first degree in any approved subject.
Physics	- A good first degree with adequate Physics content.
Physiology	- A good first degree (first class or second class upper Honours) or the basic registrable medical qualification (MN.Ch.B degree or equivalent), with at least a credit Physiology.
Political Science	- A good first degree in Political Science or related discipline.
Population Studies	- M.A. or Graduate Diploma in Population Studies.
Psychology	- A good first degree in Psychology or a related Social Science subject.
Public Health	- The course is available only to professionals and graduates with either an MPH degree or an equivalent Masters qualification in Public Health. Depending on the type of masters degree, candidates may be asked to take specific courses to make up for any deficiencies in their background.
Sociology	- A good first degree in Sociology.
Soil Science	- A good first degree with adequate Soil Science content.
Spanish	- A good first degree in Spanish or in combination with other subject.
Statistics	- A good first degree with a good Mathematical background.
Study of Religions	- A good first degree in the Study of Religions or the

	M.A. in Religions.
Zoology	- A good first degree with adequate Biology or Zoology content.
Master of Laws (LLM)	- A good first degree in Law or Law in combination with another subject.
MBA	- A good first degree from any recognized University.
MPA	- A good first degree from any recognized University.
Ph.D	- A two year Researched Masters degree in all disciplines stipulated under the M.Phil degree programme, and where adequate supervision and staffing are available.
D.Phil	- Available for only graduates of the University of Ghana of not less than 10 years standing. Awarded in consideration of published works of academic merit.
M.D	- Available only for graduates of the medical speciality of not less than 5 years after internship and is duly registered as a practicing doctor.

4. RESIDENTIAL REQUIREMENT

- 4.1 A candidate registered for a Graduate Diploma or Masters or Ph.D degree may be allowed to pursue part of his/her studies outside the University provided he/she has spent at least two semesters since registration studying at the University; provided also that he/she is able to satisfy the Board of Graduate Studies that he/she will have access to suitable facilities for his/her work; provided, finally, that he/she will be available to his/her work. In the case of a candidate who transfers from a Masters registration, the previous period of study may be counted towards the minimum residence requirement.
- 4.2 A candidate for the Ph.D who is not a graduate of the University of Ghana may be allowed to pursue part of his/her studies outside the University provided he/she spends not less than four semesters of the period of registration studying at the University; provided also that he/she is able to satisfy the Board of Graduate Studies

that while outside the University he/she will have access to suitable facilities for his/her work; provided, finally, that while outside the University, he/she will be available to his/her Supervisor from time to time for discussion of his/her work.

- 4.3 The Board of Graduate Studies may, on recommendation from the appropriate Faculty Board, exempt a candidate who is employed as a research officer in a recognized research institution in Ghana or as a lecturer in a University in Ghana from the whole or part of the minimum residence requirement stipulated in the preceding paragraphs, provided that a candidate so exempted will be available from time to time to his/her Supervisor for discussion of his/her work. In the case of a candidate who transfers from a Masters registration, the previous period of study may be counted towards the minimum residential requirement.

5. SUBMISSION OF APPLICATION

- 5.1 Application should be made in writing on a prescribed form obtainable from THE SECRETARY, SCHOOL OF GRADUATE STUDIES to whom the completed form must be returned not later than 31 MARCH of the year in which a candidate wishes to enter the course.
- 5.2 A candidate wishing to read for the Ph.D degree will be registered for a Masters degree in the first instance except where the candidate already holds a Masters degree of its equivalent obtained from the University of Ghana or any approved university.
- 5.3 In his/her application, a candidate should state the specific field or area in which he/she wishes to study. He/she may also indicate the problem he/she wishes to examine in his/her thesis and the source he/she proposes to consult.
- 5.4 Applications shall be considered in the first instance by the Head of Department with the teaching staff of the Department in which the candidate wishes to study.
- 5.5 The Head of Department shall satisfy himself/herself of the suitability of the candidate and the availability of resources, both material and human for the successful completion of the candidate's work. Where an interview or a qualifying examination is required for determining the suitability of an applicant, the Head of Department shall recommend the form of interview or qualifying examination and appoint at least two of the teaching staff of the Department to administer the interview or examination.
- 5.6 The Head of Department shall submit in writing to the Board of Graduate Studies, a statement on the suitability or otherwise of each applicant.

6. ADMISSIONS BOARD

- 6.1 The Graduate Admissions Board shall be presented with a list of all candidates who satisfy the conditions for admission as stipulated in paragraphs 3.1 and 3.2 for the Board to decide which candidates may be offered admission.
- 6.2 Candidates who do not satisfy the conditions for admission as in paragraphs 3.1 and 3.2 are not eligible for admission and may not be considered by the Admissions Board.
- 6.3 The University reserves the right to ask a candidate who accepts an offer of admission while not satisfying the admission requirements as in paragraph 3.1 and 3.2 to withdraw from the University, notwithstanding progress made in the course meanwhile.

7. COURSE OF STUDY

A candidate who is admitted to a post-graduate diploma or higher degree programme will be required to follow the approved course of study over the prescribed period.

8. ACADEMIC SESSION

The Academic Session shall comprise two Semesters, as follows:

First Semester	- August/September - December
Second Semester	- February - May/June

9. STRUCTURE OF SEMESTER

A Semester shall be of 16 weeks' duration and shall be structured as follows:

- 13 weeks of Teaching
- 1 week of Revision
- 2 weeks of Examinations.

10. GRADUATE STUDIES COMMITTEE

A Graduate Studies Committee made up of at least 3 Senior Members is to be set

up in each Department, School or Institute offering graduate courses. The functions of the Graduate Studies Committee will be:

- i. To help the students to select courses and, in consultation with the Supervisory committee, formulate their theses topics;
- ii. To recommend theses supervisors to the Department;
- iii. At the end of each term, to submit reviews of the progress of each student, including seminar assessments, for the approval of the Department and thereupon to the Board of Graduate Studies through the appropriate Faculty Board;
- iv. Collectively, and on behalf of the Department, to take special interest in each student; and
- v. To keep under review and make proposals for the overall development of post-graduate programmes in the Department.

11. REGISTRATION

- 11.1 For a student to obtain credit in any course he or she must be admitted into the Department, and must be properly registered for that course during the official registration period at the beginning of each semester. The student should plan his/her courses in consultation with the Graduate Studies Committee (as indicated in Paragraph 10)
- 11.2 A student who fails to register at the time designated for registration by the University shall forfeit his/her right to register for the semester.
- 11.3 No student shall be permitted to register by proxy.

12. DURATION OF STUDY PROGRAMMES

The following shall be the minimum and maximum periods for completion of the Graduate Diploma and Higher Degrees

	Programme	Minimum Period	Permitted Duration (Including Extension)	Maximum Permitted Duration (Including Re-registration)
12.1	Graduate Diploma			
	Full-Time	2 Semesters	2 Semesters	12 Months
	Part-Time	4 Semesters	4 Semesters	24 Months
12.2	MA			
	Full-Time	2 Semesters	2 Semesters	12 Months
	Part-Time	4 Semesters	4 Semesters	24 Months
12.3	MPH			
	(Full-Time)	3 Semesters	3 Semesters	15 Months
12.4	M.Phil/LLM/ MBA/MPA			
	Full-Time	4 Semesters	6 Semesters	8 Semesters
	Part-Time	6 Semesters	8 Semesters	10 Semesters
12.5	Ph.D			
	Full-Time	6 Semesters	10 Semesters	12 Semesters
	Part-Time	10 Semesters	12 Semesters	14 Semesters
12.6	MD			
	Full-Time	4 Semesters	6 Semesters	8 Semesters
12.7	D. Phil			
	Full-Time	-	-	-

12.8 On the recommendation of the appropriate Faculty Board, the Board of Graduate Studies may approve a shorter duration for undertaking graduate course for a candidate whose background warrants such approval.

13. INTERRUPTION OF STUDY PROGRAMME

- 13.1 A student registered for the M.Phil/LLM/MBA/MPA/PHD/MD may break his/her study programme but may not break for more than 2 continuous semesters, so however that the maximum period allowable for the completion of the programme is not exceeded.
- 13.2 A student who wishes to interrupt his/her study programme must apply in writing through the appropriate Faculty Board to the Board of Graduate Studies for permission. A student who breaks his/her studies for more than 2 continuous semesters shall be deemed to have lost any accumulated credits. Such a student may be allowed to re-apply for admission into the University.

14. INABILITY TO COMPLETE STUDY PROGRAMME WITHIN MAXIMUM PERIOD

A student who is unable to complete his/her study programme within the maximum permitted duration including re-registration shall lose all credits accumulated and his/her candidature cancelled.

15. TRANSFER OF CREDITS

Candidates approved for M.Phil degrees may, on the basis of official transcripts, be allowed to transfer credits earned in respect of a taught Masters Degree.

16. COURSE CREDIT

One (1) course credit shall be defined as follows:

One hour lecture,
One hour tutorial, or
One practical session (of two or three hours), or
Six hours of field work

per week for a semester.

17. CODING AND NUMBERING OF COURSES

All Graduate Diploma and Higher Degree courses shall have letter and number codes beginning with four letters signifying a Department of subject, followed by a three-digit number in one of the following ranges:

Post-Graduate Diploma Courses	:	500-599
MA/M Phil	:	600-699

The third digit in the number code shall be:

- Zero (0), for a course that is offered in both Semesters, and
- Odd (1, 3, 5, 7, or 9) for a course offered in the first Semester, and
- Even (2, 4, 6, or 8) for a course offered in the second Semester.

18. MINIMUM AND MAXIMUM WORK LOAD PER SEMESTER FOR FULL-TIME STUDY

A full-time student shall be required to carry a minimum work load of 12 credits per semester and a maximum of 18 credits per semester.

19. PART-TIME STUDY

- 19.1 A student may, on application through the appropriate Faculty Board to the Board of Graduate Studies, be allowed to study for the Post-Graduate Diploma and Higher Degree programme on part-time basis.
- 19.2 A part-time student shall be required to carry a work-load below the minimum prescribed for full-time students and shall also be required to complete the post-graduate programme within the periods specified in paragraph 12.
- 19.3 A part-time student shall not be eligible for on-campus accommodation.
- 19.4 **COURSE UNIT REQUIREMENTS FOR POST-GRADUATE STUDIES**

The following are the minimum and maximum credits that the registered student is required to earn in order to graduate:

- i. **Post-Graduate Diploma (PDG)**

	Course Work	- 24-36 Credits.
	Long Essay	- 6 Credits.
	Total	= 30-42 Credits
ii.	Primary Master's Degree (MA/MPH)	
	Course Work	- 24-36 Credits.
	Seminar	- 3 Credits.
	Dissertation	- 12 Credits
	Total	= 39-51 Credits
iii.	Master's Degree By Course Work (MBA/MPA)	
	First Year's Course Work	- 24-36 Credits
	Second Year's Course Work	- 24-36 Credits
	Long Essay	- 6 Credits
	Total	= 54-78 Credits
iv.	Master Of Philosophy Degree (M.PHIL/LLM/MBA/MPA)	
	Course Work	- 24-36 Credits
	Seminar Presentation (1)	- 3 Credits
	Seminar Presentation (2)	- 3 Credits
	Literature Review, Thesis	
	Preparation & Presentation	- 30 Credits
	Total	= 66-72 Credits
v.	Doctoral Degrees	

Ph.D/D.Phil/MD programmes will not be assigned credits.

Note: *Each Department is free to design its graduate programme, so however that the total credits for graduation do not exceed the maximum by more than six (6).*

20. STUDY PROGRAMME FOR POST-GRADUATE DEGREES

The Total Study Program (TSP) for the Post-Graduate Diploma and Higher Degree shall comprise:

- i. Core Courses
- ii. Prescribed electives (to be defined by Department)
- iii. Long Essay/Dissertation/Thesis

21. GRADING SYSTEM

21.1 Student performance in a course shall be graded as follows:

Grade	Numerical Marks %	Interpretation	Grade Point
A+	80 - 100	Outstanding	4.00
A	70 - 79	Excellent	4.00
A-	65 - 69	Very Good	3.75
B+	60 - 64	Good	3.50
B	55 - 59	Above Average	3.00
B-	50 - 54	Average	2.50
F	Below 50	Fail	0
X	-	Fail	0
Z	-	Disqualification	-
I	-	Incomplete	-
Y	-	Continuing	-

21.2 Grade Point (GP)

Each Grade is assigned equivalent grade points as indicated above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent of the grade obtained in that course.

21.3 Cumulative Grade Point Average (CGPA)

The student’s cumulative grade point average is calculated by dividing the total number of grade points obtained up to any specified time, by the total number of credits for *all* courses for which the student has registered up to that time.

21.4 Final Grade Point Average (FGPA)

The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

22. DEFINITION OF GRADES

22.1 Pass Grades:

Grades A+ - B- constitute *PASS* grades.

22.2 Failure Grades:

Grades F, X, Z constitute *FAILURE* grades.

22.3 Continuing:

A grade Y (for *CONTINUING*) shall be awarded at the end of a Semester to any student who is taking a course which continues into the next semester.

22.4 Non-Completion of Course:

(a) A grade I (for *INCOMPLETE*) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Graduate Studies as satisfactory. Such a student shall be expected to complete the course the very next time the course is available.

(b) A grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unsatisfactory.

22.5 Disqualification:

(a) A grade Z denotes *DISQUALIFICATION* from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in a Principal subject or an Ancillary or any other paper.

(b) A candidate awarded a Grade Z may be debarred from taking a University Examination for a stated period, or indefinitely, or may be expelled from the University.

(c) A Grade Z may be awarded only by the Board of Examiners.

23. THESIS TOPIC AND SUPERVISOR

- 23.1 The Head of Department and members of his/her Graduate Studies Committee shall, in respect of each student, work out the course programme, approve a dissertation or thesis area and propose a Supervisory Committee and/or Supervisor for the candidate¹. In the case of a candidate who is allowed to pursue part of his/her studies outside Ghana, the Head of Department is required to propose, as well, a suitable person to be appointed as an external Supervisor.
- 23.2 For a Masters or Ph.D. Degree, the dissertation or thesis topic and the membership of Supervisory Committee and/or the name of the Supervisor shall be submitted, **not later than six months after the commencement of the course**, to the Faculty Board for acceptance and subsequent approval by the Board of Graduate Studies.
- 23.3 The Supervisory Committee/Supervisor shall submit a report on the work of each student to the Dean of Graduate Studies at the end of each semester. Upon receipt of an adverse report from the Supervisory Committee/Supervisor, the Board of Graduate Studies may direct the student to withdraw from the course which he/she is registered.

24. REGISTRATION FOR EXAMINATION

- 24.1 Registration for a University Examination shall require endorsement of the Registration Form by the Head of Department to the effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.
- 24.2 Endorsement as in (24.1) shall be withheld if a candidate is not deemed to have followed satisfactorily the approved course of study. In any event of the withholding of an endorsement, the Head of Department shall request the appropriate Faculty Board to confirm the action taken, and subsequently communicated to the Board of Graduate Studies for a final decision.

25. STUDENT IN GOOD STANDING

A student in good standing at the end of a semester shall be one who obtains a mark of 50% or better (ie Grade B- or better) in each of the 3 minimum courses taken per semester and whose Cumulative Grade Point Average (CGPA) is 2.50. Where more than the minimum 3 Courses are taken, a failure in *ONE* Course only

may be permitted provided that the mark in the failed course is not less than 40% (Grade C) and provided also that the Cumulative Grade Point Average is not less than 2.50.

26. REPEATING COURSEWORK/RESITTING EXAMINATION

A Graduate Diploma candidate who at the end of the Second Semester of the course has a Cumulative Grade Point Average (CGPA) of 2.50 but not more than two failed courses may be allowed to resit the failed courses only at the next offering. However, a Masters Degree candidate with two failed courses irrespective of the number of courses taken will be required to repeat the whole examination the following year.

27. FAILURE/WITHDRAWAL

A Masters degree candidate who at the end of the first semester fails in two or more courses shall be required to withdraw from the University. If at the end of the second semester a Masters degree candidate has failed in a total of three courses, he/she shall be required to withdraw from the University.

28. DEFERMENT OF EXAMINATION

28.1 On grounds of ill-health

A student who has satisfied all the requirements as specified in Section 24, but is unable to take the main (end of semester) examination on grounds of ill health, shall, on application to the Registrar, and on provision of a Medical Certificate issued or endorsed by the Director of University Health Services, be allowed to defer the semester examinations, and shall be allowed to take them at the next offering. Subsequent application for deferment, on grounds of ill-health, shall be subject to a Medical Certificate issued by a properly constituted Medical Board.

28.2 On grounds other than ill-health

In cases of deferment on grounds other than ill-health the appropriate Dean shall invite the applicant for an interview and advise the University as appropriate. It shall be the student's responsibility to satisfy the University beyond reasonable doubt why he/she wishes to defer the examinations.

- 28.3 In all cases of deferment of examinations, the applicant(s) shall obtain written responses before leaving the University.

29. SCHEME OF EXAMINATION

29.1 Graduate Diploma

Not less than three 3-hour written papers and such practical work/long essay as may be prescribed. The examination shall be held once every semester.

29.2 MA/MPH

- i. Not less than three 3-hour written papers at the end of each semester, plus a dissertation.
- ii. The dissertation shall consist of not less than 20,000 words *to be submitted not earlier than 9 months and not later than 12 months from the date of registration* (in the case of a part-time student not earlier than twenty-one months and not later than twenty-four months). The result of the dissertation shall be declared together with the written examination later at the end of the second semester.
- iii. A candidate may also be examined orally on the substance of his/her dissertation.

29.3 M.Phil/LLM/MBA/MPA (Thesis Option)

- i. Not less than three 3-hour written papers at the end of each semester.
- ii. A thesis of not less than 40,000 words *to be submitted not earlier than 18 months and not later than 36 months from the date of registration* (in the case of a part-time student, not earlier than 33 months and not later than 48 months).
- iii. In addition, a candidate may also be examined orally on the substance of his/her thesis.

19.4 Ph.D

- i. A thesis *to be submitted not earlier than 27 months and not later than 60 months from the date of registration*.
- ii. In addition, a candidate shall be examined orally on the substance of his/her thesis.

29.5 Extension of Time

The permitted period of study prescribed in 12.4 and 12.5 for M.Phil/LLM/MBA/MPA and Ph.D students may, in exceptional circumstances be extended by the Board of Graduate Studies on the recommendation of the Head of Department by a minimum of six months and a maximum of one year in the case of both full-time and part-time students. Upon the expiry of this extension, the student's registration will lapse and no application for further extension will be entertained. Such a candidate will have to re-register. In the case of MA candidates, no extension of time whatsoever shall be granted.

29.6 Re-Registration

Upon the expiry of the permitted study period for an M.Phil/LLM/MBA/MPA etc. and Ph.D, a student who has still not been able to complete the programme after due extension of time, or whose studentship has lapsed, may be allowed to *re-register* for an additional one year *ONLY* to complete the programme on the following terms:

- i. Such a student shall complete the requisite re-registration forms, stating clearly the reasons for his/her inability to complete the programme within the approved period.
- ii. The candidates' supervisor(s) shall also indicate clearly the reasons for the delay.
- iii. The Head of the relevant Department/Institute/School shall forward the application with its recommendations to the appropriate Faculty Board for its consideration.
- iv. The Board of Graduate Studies will then decide on each application presented to it by the requisite Faculty Board.
- v. There is *NO EXTENSION TO RE-REGISTRATION*.

30. ENTRY TO EXAMINATION

- 30.1 Entry to a Graduate Diploma Examination or the written part of a Masters degree examination must be on the appropriate form obtainable from the Registrar to whom the completed form must be submitted not later than the first day of March in the year of the examination.

- 30.2 Subject to the provisions of 29.3(ii) and 29.4(i), a candidate who is presenting a thesis shall, on an appropriate form to be obtained from the School of Graduate Studies and submitted through the Head of Department to the Dean of Graduate Studies, give notice of presenting the thesis *at least 30 days* before the thesis is presented.

31. EXAMINATION FEES

- 31.1 Fees for tuition, residence and examination shall be paid at rates prescribed by the Academic Board from time to time.
- 31.2 No candidate shall be admitted to an examination unless he/she has discharged all obligations owed to the University including payment of the appropriate tuition, residence and examination fees.

32. EXAMINERS AND DETERMINATION OF RESULTS

32.1 Written Papers

A panel comprising not less than two Examiners of whom at least one shall be an External Examiner shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board of Graduate Studies for the written papers in respect of both the Graduate Diploma and the Masters Degree courses.

32.2 Dissertation/Thesis

i. a. MASTERS DEGREE

A panel comprising not less than three Examiners shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board of Graduate Studies to examine a dissertation or thesis submitted for an M.A/MPH/M.Phil/LLM/MBA/MPA Degree. The panel shall include one External Examiner.

b. Ph.D DEGREE

A panel comprising not less than four Examiners shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board

- of Graduate Studies to examine a thesis submitted for an Ph.D Degree. The panel shall consist of at least two External and two Internal Examiners.
- ii. A separate report, duly signed, shall be submitted by each Examiner to the Board of Graduate Studies in respect of a dissertation or thesis submitted for either a Masters or a Ph.D Degree.
 - iii. The Examiners' reports on a dissertation or thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of a particular field of learning within which the subject of his dissertation or thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.
 - iv. If a dissertation or thesis submitted for a Masters or Ph.D. Degree, though inadequate, should seem of a sufficient merit to justify such action, the Examiners may recommend to the Board of Graduate Studies that the Dissertation or thesis be referred and the candidate be permitted to re-submit it in a revised form within three months in the case of a Graduate Diploma or MA/MPH, nine months in the case of an M.Phil/LLM/MBA/MPA, or twelve months in the case of a Ph.D.
 - v. If a dissertation or thesis submitted for a Masters or Ph.D Degree is passed subject to correction, the candidate is to resubmit the correct dissertation or thesis within three months in the case of an M.Phil/LLM/MBA/MPA or six months in the case of a Ph.D.

32.3 Oral

- i. A candidate who submits a thesis for a Ph.D Degree, shall be examined orally. For this examination, a panel comprising not less than three including, normally, one Internal Examiner of the thesis shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board of Graduate Studies. The Chairman of this panel must be a person other than the candidate's Supervisor.
- ii. A candidate who submits a dissertation or thesis for a Masters Degree may be examined orally if, in the opinion of the Examiners, such an examination is necessary for the confirmation of their assessment of the thesis. For this examination, a panel comprising not less than three of whom, normally, not less than two shall be Examiners of the thesis, shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board of Graduate Studies. The Chairman of the panel shall be a person other than the candidate's Supervisor.

- iii. If a candidate for the M.Phil/LLM/MBA/MPA or Ph.D. Degree fails to satisfy the Examiners at the oral examination, the panel may recommend to the Board of Graduate Studies that the candidate be permitted to re-present the dissertation or thesis and submit to a further oral examination within a period not exceeding 6 months specified by the panel. The fee on re-entry shall be half the normal entry fee.

- iv. **DECLARATION OF RESULTS**

The results of the written papers of the Graduate Diploma, MA and MPH Examinations shall not be declared until a candidate has submitted his/her dissertation. The results of the written papers of the M.Phil/LLM/MBA/MPA. examinations, however, may be declared before the submission of the thesis.

33. CHANGE OF REGISTRATION

- 33.1 On the basis of a Masters candidate's performance in either course-work or the written examination, the Head of a Department in which both one-year and two-year Masters programmes are being offered may, in consultation with the Graduate Studies Committee of his/her Department, recommend to the Board of Graduate Studies that:

- i. an MA or MPH candidate proceed to registration for an M.Phil.MBA/MPA Degree; or that
- ii. the registration of an M.Phil/LLM/MBA/MPA candidate be commuted to registration for an MA Degree.

Such a recommendation may not be made before the candidate has completed two semesters of the degree for which he/she was initially registered. The period spends on the initial registration shall be counted towards the period permitted for the new registration.

- 33.2 On the basis of work done in the second or third year of an M.Phil/LLM/MBA/MPA course, the Head of Department may, in consultation with the Graduate Studies Committee of his/her Department, recommend that a candidate proceed to registration for a Ph.D Degree. The period spent on previous registration shall be counted towards the period permitted for the new registration.

- 33.3 In submitting a recommendation that a candidate change his registration, the topic

of the candidate's thesis and the name of a new Supervisor/Supervisory committee, where applicable, shall be communicated to the Faculty Board for recommendations to be made to the Board of Graduate Studies.

33.4 Not later than three months before the date of submission of the thesis, a Head of Department may, in consultation with the Supervisor and Graduate Studies Committee of his/her Department, recommend to the Board of Graduate Studies that on grounds of:

- (a) inadequate progress with research, or
- (b) failure to fulfil special Departmental requirements laid down in accordance with the provisions of 29.3(i), a candidate who is registered for the Ph.D should be permitted to supplicate for the M.Phil/LLM/MBA/MPA Degree, and a candidate who is registered for the M.Phil Degree should be permitted to supplicate for the MA Degree.

34. SUBMISSION OF DISSERTATION OR THESIS

34.1 Not later than six months before the date when the candidate proposes to enter for the examination by dissertation or thesis, a candidate shall submit the title of his/her dissertation or thesis for approval to the appropriate Faculty Board and the Board of Graduate Studies. After the title of the dissertation or thesis has been approved, it may not be changed except with the permission of the Board of Graduate Studies on the recommendations of the Department and the Faculty Board.

34.2 After completing his/her course of study, the candidate shall submit to the School of Graduate Studies through the Head of Department a dissertation or thesis which shall comply with the following conditions:

- i. Each copy of the thesis/dissertation must be signed by the candidate and the Supervisors/Supervising Committee.
- ii. The greater portion of the work submitted must have been done subsequent to the registration of the student as a candidate for a Masters or a Ph.D Degree.
- iii. The dissertation or thesis must normally be written in English and the presentation must be satisfactory.
- iv. A thesis submitted for an M.Phil/LLM/MBS/MPA or a Ph.D Degree must consist of the candidate's own account of his research. There should be a

declaration to the effect that the thesis/dissertation is the candidate's own work produced from research undertaken under supervision. It may describe work done in conjunction with the candidate's Supervisor provided that the candidate states clearly his/her share in the investigation and that his/her statement is certified by the Supervisor. A paper written or published in the joint names of two or more persons will not, normally, be accepted as a thesis. Work done conjointly with persons other than the candidate's Supervisor will be accepted as a thesis in special cases only; in such cases, the approval of the Faculty Board and of the Board of Graduate Studies must be given.

- v. A thesis submitted for an M.Phil/LLM/MBA/MPA or a Ph.D Degree must be suitable for publication either as submitted or in abridged form. A thesis for the Ph.D Degree must make a significant and substantial contribution to knowledge on the subject and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical judgement.

- vi. A dissertation submitted for the MA or MPH Degree must not exceed 20,000 words. A thesis submitted for the M.Phil/LL.M/MBA/MPA or Ph.D Degree must not exceed the number of words or pages prescribed by the appropriate Faculty Board or School, as follows:

Administration	-	MBA/MPA: 40,000 words (minimum 20,000)
Arts	-	M.Phil: 40,000 words (minimum 20,000) Ph.D: 100,000 words (minimum 65,000)
Law	-	LLM: 35,000 words
Social Studies	-	M.Phil: 50,000 words Ph.D: 100,000 words
Agriculture	-	M.Phil: 150,000 pages Ph.D: 250,000 pages, both excluding bibliography, photographs, appendices, etc.
Science	-	M.Phil: 150 pages Ph.D: 250 pages

- vii. Every candidate shall present a short abstract of his/her dissertation or thesis comprising not more than 300 words which should be attached to each copy

of the dissertation or thesis submitted to the university. Such abstracts shall, in every case, be written in English.

- viii. A candidate shall not be permitted to submit a dissertation or thesis for which a degree has been conferred in this or any other university, but a candidate shall not be precluded from incorporating work which he/she has already submitted for a degree in this or in another university, provided that he/she shall indicate on his/her form of entry and also in his/her dissertation or thesis any work which has been so incorporated.

3.5 PRESENTATION OF DISSERTATION OR THESIS

- 35.1 Three typed or printed copies of the dissertation or thesis shall be submitted to the University through the Head of Department. The size shall be quarto size (ie approximately 10 in. x 8 in.) except for drawings and maps on which no restriction is placed. Where the thesis is typed, only one side of the paper shall be used with a margin of 1 ½ inches on the left-handed side of the paper. After the dissertation or thesis has been approved, it must be bound in standard form as follows, before the award of the Degree is published by the Registrar:

art vellum or cloth; overcast; edges uncut; lettered boldly up back in gold (¼ in. to ½ in.) degree, date, name.

A thesis which consists of a collection of excerpts or a single pamphlet must be bound in a similar cover.

- 35.2 The candidate may submit as subsidiary matter in support of his/her candidature any printed contributions to the advancement of his/her subject which he/she may have published independently or conjointly, or any other supporting material. In the event of a candidate submitting subsidiary matter of a conjoint nature, he/she shall be required to state fully his/her own share in such conjoint work.
- 35.3 The three copies of a dissertation or thesis that have been accepted for the award of a Masters or a Ph.D Degree shall be distributed as follows:

the top copy shall be deposited in the Balme Library; the second copy shall be deposited in the Department; the third copy shall be returned to the candidate.

36. DECLARATION OF RESULTS

- 36.1 Results of Semester examinations taken at the end of each Semester shall normally be published before the commencement of the next Semester.
- 36.2 A result slip indicating the student's performance in the examination shall be made available to the student.

37. ELIGIBILITY FOR THE POST-GRADUATE DEGREE

A Post-Graduate Higher Degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved course of study over the prescribed period and has satisfied the following conditions:

- i. **University Requirements:**
 - a. evidence of regular enrolment in the Post-Graduate Diploma or Higher Degree programme;
 - b. discharge of all financial obligations owed to the University;
 - c. satisfactory performance in the appropriate University Examinations.
- ii. **Faculty/Departmental Requirements:**

Satisfactory discharge of such requirements as may be prescribed for the degree.

38. AWARD OF DEGREE

- 38.1 A Graduate Diploma or Masters or Ph.D Degree shall not be conferred on a candidate unless the Examiners are satisfied that the dissertation or thesis is worthy of endorsement as a *Dissertation of Thesis approved for the Graduate Diploma or the Degree of Master of Arts (MA) or Master of Public Health (MPH) or Master of Philosophy (M.Phil) or Master of Laws (LLM) or Master of Business Administration (MBA) or Master of Public Administration Ghana*. AD.Phil Degree shall not be conferred on a candidate unless the Examiners are satisfied that the

published work presented is worthy of endorsement as a *Contribution to scholarship approved for the Degree of Doctor of Philosophy (D.Phil) of the University of Ghana.*

- 38.2 The result of examination held in connection with the award of a Graduate Diploma or an MA/MPH/M.Phil/LLM/MBA/MPA/Ph.D/D.Phil shall be laid before the Academic Board for approval. Thereafter, the Diploma or Degree shall be conferred under the seal of the University upon each successful candidate at a Congregation of the University assembled for the purpose or, failing that, shall be sent to him by registered post.

39. CANCELLATION OF AWARD

Notwithstanding previous confirmation of an award of a degree as in Section 38.1 and presentation of a diploma as in Section 38.2, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the University with false qualifications, or
- ii. a candidate had impersonated someone else, or
- iii. a candidate had been guilty of an examination malpractice for which a Grade Z would have been awarded, or
- iv. that there are other reasons that would have led to the withholding of confirmation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

40. TRANSCRIPT OF ACADEMIC RECORD

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked *STUDENT COPY* and shall record all courses attempted and all results obtained.

1. Only graduates of the University of Ghana of not less than ten years' standing are eligible for the award of the D.Phil Degree. The Degree is awarded in consideration of published works of academic merit, the standard being not less than that of Ph.D.
2. Entry to the examination for a D.Phil Degree must be on the appropriate form obtainable from the Registrar. An application must be sponsored by a Senior Member of the University (eligible for appointment as a University Examiner) who is acquainted with the work of the candidate.
3. The candidate should submit to the Registrar, along with his/her application, three copies of each of the published works which he/she desires to be taken into consideration. These may take the form either of a book or of a series of articles. In either case, the material should feature a coherent theme. A book submitted in support of an application must have been published at least three years earlier than the time of application. In the case of a series of articles, the last one must have been published at least two years earlier.
4. The same procedure shall be followed in the examination of the candidate's publications as those prescribed in 32.2 for the examination of a Ph.D thesis. The candidate's sponsor shall normally be appointed by one of the Examiners.

UNIVERSITY OF GHANA MEDICAL SCHOOL
REGULATIONS FOR THE DOCTOR OF MEDICINE
(M.D) DEGREE

1. The M.D degree shall cover medical specialities. (NOTE THAT THE M.D. IS EQUIVALENT TO THE D.PHIL OF THE UNIVERSITY OF GHANA).

2. ELIGIBILITY

The degree may be acquired in 3 ways, by the graduates of the University of Ghana Medical School:

- i. A thesis may be presented and defended. This shall apply to candidates who already possess the following qualifications: FWACP, FWACS, MRCOG, MRCP, FRCS, and/or other recognised postgraduate qualifications. It applies also to those who have PhD in any of the medical specialities.

- ii. Candidates without any postgraduate qualifications shall be required, in addition to a thesis, to pass a qualifying examination not less than one (1) year before the oral examination of the thesis.
- iii. An individual who does not qualify under 2(ii) but who has done some distinguished work in the field of medicine could by his own initiative or by an invitation, submit to the Deputy Registrar (Academic Affairs), along with his application, three copies of each of the published works which he desires to be taken into consideration. These may take the form either of a book or of a series of articles. In either case, the material should feature a coherent theme. A book submitted in support of an application must have been published at least three years earlier than the time of the application. In the case of a series of articles, the last one must have been published at least two years earlier.

- 2.2 The same procedure shall be followed in the examination of the candidate's publications as those prescribed in 32.2 of the Regulations for Post- Graduate Degrees for the examination of a PhD thesis. The candidate's sponsor shall normally be appointed one of the Examiners.
- 2.3 A candidate for the M.D. may submit his/her thesis not less than 5 years after he/she has completed his/her housemanship and is duly registered as a practicing doctor.
- 2.4 Every candidate shall normally have an officially approved supervisor(s). The supervisor's role shall be purely advisory, but he/she may be asked to submit a report on the candidate's work from time to time.

3. APPLICATION

The candidate shall apply for application forms from:

THE DEAN OF GRADUATE STUDIES
UNIVERSITY OF GHANA
P.O. BOX 82
LEGON, ACCRA
Ghana

- 3.2 Forms for three (3) referees' reports are provided along with the main application forms. The referees' reports are to be sent directly to the Office of the Dean of Graduate Studies.

- 3.3 The completed application forms are to be sent directly to the Office of the Dean of Graduate Studies together with the following:-
- i. A tentative title (as broadly framed as possible) and very brief outline of the problem of the candidate's study.
 - ii. A list of appointments held since full registration as medical practitioner.
 - iii. Name and address of candidate's Supervisor(s) if he has one.
 - iv. A letter of consent to serve as a supervisor.
 - v. A Curriculum Vitae (C.V) of the candidate's supervisor(s).
 - vi. A photocopy each of the candidate's publications.
 - vii. A photocopy of a certificate of the candidate's first medical degree and postgraduate certificates and/or diplomas.
- 3.4 A file shall be opened for the candidate at the office of the Dean of Graduate Studies for the above documents. The file will then be sent to the M.D. Standing Committee of the Board of the Medical School which will be responsible for approving the application, title and topic of study. The Committee shall appoint a Supervisor(s) for the candidate if he/she has none or approve the one submitted by the candidate. The views of the Head of the Department most relevant to the area of study are to be taken into consideration during the choice of approval of a Supervisor(s). After approval by the M.D. Standing Committee the Dean of the Medical School shall forward the application to the Dean of Graduate Studies for final approval and admission by the Board of Graduate Studies. The candidate shall then be registered for the M.D. Degree.
- 3.5 Not later than six months before the date when the candidate proposes to enter for the examination by thesis, a candidate shall submit the final title of his/her thesis for approval by the Board of Graduate Studies through the Board of the Medical School (M.D. Standing Committee). After the title of the thesis has been approved, it may not be changed except with the permission of the Board of Graduate Studies on the recommendation of the Board of the Medical School (M.D. Standing Committee) acting on the advice of the Supervisor(s).
- 3.6 The minimum period after which the thesis may be submitted after registration of the candidate shall be two (2) years and the maximum permitted duration of the M.D. Course shall normally be seven (7) years.

4. THE THESIS

4.1 The thesis may deal with general medicine or any branch of Medicine or Medical Science.

- i. A thesis for the M.D. degree must make a significant and substantial contribution to medical knowledge or practice and afford evidence of originality shown either by the discovery of new facts or by the exercise of independent critical judgement.
- ii. The thesis must be written in English and the presentation must be satisfactory. It must be suitable for publication either as submitted, in an abridged or modified form.
- iii. The thesis must consist of the candidate's own account of his research. It may describe work done in conjunction with other person(s) provided that the candidate states clearly his/her contribution in the investigation and that his/her statement is certified by the supervisor(s).
- iv. Any already published work of the candidate may be included in the thesis, if such information is relevant to the subject matter of his/her thesis and also if such information has not been previously published by somebody else.
- v. A candidate shall not be permitted to submit as his/her thesis, a thesis for which a degree has been conferred in this or any other university, but a candidate shall not be precluded from incorporating work which he/she has already submitted for a degree in this or in another university provided that he/she shall indicate on his/her form of entry and also in his/her thesis any work which has been incorporated.
- vi. Every candidate shall present a short abstract of his/her thesis comprising not more than 300 words which should be bound with each copy of the thesis submitted to the Board of Graduate Studies.
- vii. Four typed or printed copies of the thesis shall be submitted to the Dean of Graduate Studies. The size shall be quarto size or A4 paper (i.e. approximately 10 x 8 in. or 25 x 20 cm) except for drawings and maps on which no restriction is placed. Where the thesis is typed, only one side of the paper shall be used with a margin of 12 inch. or 5 cm on the left hand side of the paper. After the thesis has been approved, it must be bound in standard form as follows, before the award of the degree is published by the Registrar:

Art Vellum or cloth; overcast; edges uncut; lettered boldly up back in gold (1.4 in to 1/2 in or 0.5 -1.25 cm) degree; date, name. Four bound copies must be presented to the University.

- 4.2 Copies of the thesis that has been accepted for the award of the M.D. degree shall be distributed as follows:

A top copy shall be deposited in the University (Balme) Library; one copy shall be deposited in the Medical School Library; one copy shall be presented to the Department and the fourth copy shall be given back to the candidate.

EXAMINATION

5.1 Thesis

- i. A panel comprising not less than three examiners shall be appointed by the Academic Board on the recommendation of the Board of the Medical School (M.D. Standing Board Committee) and the Board of Graduate Studies to examine the thesis submitted to the M.D. Degree. The panel shall consist of at least two External and one Internal Examiners.
- ii. A separate report, duly signed, shall be submitted by each Examiner to the Board of Graduate Studies in respect of the thesis submitted for the M.D. degree.
- iii. The examiners' reports on the thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of the particular field of learning within which the subject of this thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the thesis meets the requirements of the M.D. degree.
- iv. If a thesis submitted for the M.D. degree though inadequate, should seem to be sufficient merit to justify such action, the Examiners may recommend to the Board of Graduate Studies that the candidate be permitted to resubmit it in a revised form within twelve months.
- v. If a thesis submitted for the M.D. degree is passed subject to correction, the candidate is to resubmit the corrected thesis within nine months.

5.2 Oral:

- i. A candidate who submits a thesis for the M.D. Degree shall be examined orally. For this examination, he/she should bring along a copy of his/her thesis. He/she shall be required to give a summary of his/her thesis. A panel comprising not less than 2 including normally one Internal Examiner of the thesis and an External Examiner of the thesis shall be appointed by the Academic Board on the recommendation of the Board of the Medical School (M.D. Standing Committee) and the Board of Graduate Studies. The chairman of this panel must be a person other than the candidate's supervisor. There shall be an observer nominated by the Dean of the Medical School at the oral Examination.
- ii. If a candidate for the M.D. Degree fails to satisfy the Examiners at the Oral examination, the panel may recommend to the Board of Graduate Studies that the candidate be permitted to re-present the thesis and submit to a further oral examination within a period, specified by the panel. The fee for re-entry shall be half the normal entry fee.

6. AWARD OF DEGREE

Notification of Results and Award of Degree follow the practice of the University, as in Section 38 of the Regulations for Post-Graduate Degrees.